



**higher education  
& training**

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA

**Eastern Cape CET College**



#### **INTERNAL ADVERTISEMENT**

#### **LECTURERS TO PERFORM ADMINISTRATION DUTIES**

The Eastern Cape CET College is committed to provide administration service to Centres, Lecturers and communities throughout the Eastern Cape Province. The College acknowledges that, there are officials within the lecturing section, who are willing and able to consider performing Administration duties as they are not actively engaged with teaching for one reason or another. The College seeks to extend an invitation to those lectures, who are willing to perform Administration duties, to avail themselves and apply to be part of the College's Administration services.

All interested lectures who are currently able and available to join the College Administration services, are herein requested and encourage to apply. The application or appointment to the College Administration services does not constitute a change or adjustment in the interested lecturer's current job or conditions of employment.

The appointment will not imply or translate to an automatic appointment of the lecturer to any administration post that could become available within the College Administration services.

Interested Lecturers are required to submit an application letter indicating the section their interested to be considered for, stating clearly the reference as per above, providing motivation why they must be considered and stating their current status in terms of district, CLC and manager. Applications must be accompanied by a latest Z83, covering letter quoting the reference of post you applying for, comprehensive CV, copies of qualifications and identity documents to be attached.

**Please forward your applications: Principal: Eastern Cape CET College, BORDER TRAINING CENTRE, 10 MFAXA STREET, NU 1 MDANTSANE ,5219 CENTRAL ADMINISTRATION AREA. Applications can be hand delivered to the above address or emailed to [bgeca@ec.cetc.edu.za](mailto:bgeca@ec.cetc.edu.za) For more details, kindly contact Miss B Geca at 041 180 4080.**

**CLOSING DATE: 25 JUNE 2021, Time:12h00.**

If you have not heard from the College within 3 months from the closing date, please consider your application unsuccessful.



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## KEY DUTIES AND QUALIFICATION REQUIREMENTS

UNIT /FIELD OF EXPOSURE	QUALIFICATION	LOCATION	NUMBER OF POSTS	REFERENCE
<p><b>SUMMARY OF DUTIES :</b></p> <ul style="list-style-type: none"> <li>• Support the College Council in all related committees within the College/DHET and documents maintained effectively and efficiently;</li> <li>• Provide administrative support with regard to the secretariat function;</li> <li>• Plans all the logistical arrangements of committee meetings including venues, travel, accommodation, meals and S&amp;T claims where necessary;</li> <li>• Distribute meeting minutes and documents to the relevant stakeholders;</li> <li>• Collect and collate information from stakeholders; Prepare and distribute meeting packs/documents to relevant stakeholders timeously.</li> <li>• Provide administrative/secretarial support and leadership to the Administrative/secretariat function; administer and liaise with all secretariat officials within College,</li> <li>• Prepare quality committee packs in advance and update them timeously;</li> <li>• Take meeting minutes and distribute to council members timeously;</li> <li>• Make follow up on issues that came out of the meetings and as required;</li> <li>• Maintain good filing system, All required documents and information related to the Council are submitted for knowledge management purposes;</li> </ul>	<p>An appropriate bachelor's degree/national diploma (NQF Level 6) or an equivalent qualification</p> <ul style="list-style-type: none"> <li>• Computer literate (word and excel of intermediate level)</li> <li>• Be flexible in working hours.</li> <li>• Sound knowledge of admission policies.</li> </ul>	<p>Office of the Principal</p>	<p>1</p>	<p>OOP/2021/01</p>



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<p><b>SUMMARY OF DUTIES:</b></p> <ul style="list-style-type: none"> <li>Facilitate and monitor Human Resource Management Personnel Conduct.</li> <li>Coordinate HR Reports. Memoranda and Weekly Diaries.</li> <li>Interpretation and coordination of implementation of Human Resources Policies and Resolutions.</li> <li>Compile and Implement District operational plan.</li> <li>Facilitate and monitor Human Resource Practice and Administration:</li> <li>Implement and coordinate Recruitment and Selection process.</li> <li>Monitor and facilitate the implementation of conditions of service.</li> <li>Monitor leaves and attendance Register. Coordinate and manage Personnel Record.</li> <li>Coordinate and manage the functions of Human Resource Provisioning.</li> <li>Facilitate and monitor Human Resource Development and EPMDs:</li> <li>Monitor the development of Workplace Skills Plan. Monitor development of performance contracts. Conduct quarterly reviews and Validation of Reviews and Assessment.</li> <li>Coordinate the administration of PMDS, Monitor and facilitate Training &amp; Capacitation of employees.</li> <li>Monitor and facilitate administration of learnership and internship.</li> </ul>	<p>An appropriate bachelor's degree/national diploma (NQF Level 6) or an equivalent qualification in Public Management/Human Resource Management/Public Administration/ Industrial Psychology.</p> <ul style="list-style-type: none"> <li>Computer literate (word and excel of intermediate level)</li> <li>Be flexible in working hours.</li> <li>Sound knowledge of admission policies.</li> </ul>	<p><b>Corporate Services: Human Resource Administration</b></p>	<p><b>2</b></p>	<p><b>CS/2021/02</b></p>
<p><b>Summary of DUTIES:</b></p> <ul style="list-style-type: none"> <li>Adhere to policies and processes for the maintenance of proper records management for the College.</li> <li>Adhere to processes for the opening and closing of files and proper filing of documents.</li> <li>Adhere to processes and systems for the disposal of documents.</li> <li>Control the schedule for all non-paper-based records. Control the various registers for the College including the remittances, incoming and outgoing mail registers, etc.</li> <li>Receive and log hardcopy documents for storage in the central registry.</li> </ul>	<p>An appropriate bachelor's degree/national diploma (NQF Level 6) in Document management or Administrative/Management or an equivalent qualification</p> <ul style="list-style-type: none"> <li>Computer literate (word and excel of intermediate level)</li> <li>Be flexible in working hours.</li> <li>Sound knowledge of admission policies.</li> </ul>	<p><b>Corporate Services (HR Registry)</b></p>	<p><b>1</b></p>	<p><b>CS/2021/03</b></p>



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<ul style="list-style-type: none"> <li>• Perform the scanning of hardcopy documents and storing of electronic information on the electronic NGN system. Index, store, and safeguard hardcopy documents in the central registry.</li> <li>• Archive documents in central registry. Provide controlled access to hardcopy documents.</li> <li>• Monitor the usage of hardcopy documents from central registry. Receive and log all mail delivered.</li> <li>• Manage courier services. Collates mail and distributes mail.</li> </ul>				
<p><b>Summary of DUTIES:</b></p> <ul style="list-style-type: none"> <li>• Receive and process completed forms from Districts.</li> <li>• Check correctness of information submitted by Districts and Directorates on Data</li> <li>• Capture student information on ITS system (Annual Survey)</li> <li>• Compile a spreadsheet of information processed</li> <li>• Filing of data submitted</li> <li>• Attend to data enquiries</li> <li>• Assist in compiling and analysing data.</li> <li>• Assist the CETC directorate with distribution, collection and capturing of annual and snap surveys.</li> <li>• Any other relevant duties as delegated by the Supervisor.</li> </ul>	<p>Incumbent should have a relevant senior certificate /Grade 12 / any Higher certificate</p> <ul style="list-style-type: none"> <li>• Appropriate 3-year National Diploma /or 3-year degree / relevant higher certificate.</li> <li>• Sound communication skill.</li> <li>• Computer literate (word and excel of intermediate level)</li> <li>• Be flexible in working hours.</li> <li>• Sound knowledge of admission policies.</li> </ul>	<p><b>Data Management</b></p>	<p><b>2</b></p>	<p><b>CS/2021/04</b></p>
<p><b>Supply Chain Duties:</b></p> <ul style="list-style-type: none"> <li>• Receive procurement requests from CLCs</li> <li>• Ensure that they are adequately approved by the Accounting Officer</li> <li>• Prepare specifications for submission to service providers</li> <li>• Review purchase quotes prepared by SCM clerks/interns</li> <li>• Submit quotes to service providers</li> <li>• Receive, review and summarise received quotes</li> <li>• Submit to the SCM clerks/interns to prepare orders</li> <li>• Review orders and submit to DPF for signing</li> <li>• Send order to the preferred service providers</li> <li>• Liaise with service providers to ensure that goods are delivered</li> </ul>	<p>Incumbent should have a relevant senior certificate /Grade 12 /</p> <ul style="list-style-type: none"> <li>• Appropriate 3-year National Diploma or 3-year degree.</li> <li>• Computer literate (word and excel of intermediate level)</li> <li>• Be flexible in working hours.</li> <li>• Sound knowledge of public sector financial regulations and prescripts would be an added advantage.</li> </ul>	<p><b>Financial Services (Supply Chain and Asset Management)</b></p>	<p><b>1</b></p>	<p><b>FIN/2021/05</b></p>



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<ul style="list-style-type: none"> <li>• Liaise with Centre managers to ensure that goods are received and that GRNs/Invoices are signed and delivered to the College for payment</li> <li>• Submit invoice and GRNs to payments office for payment</li> </ul>				
<p><b>Asset Management Duties</b></p> <ul style="list-style-type: none"> <li>• Receive copies of orders for the procurement of College assets</li> <li>• Follow up on the delivery of the assets</li> <li>• Ensure that assets are delivered to the College head office for tagging</li> <li>• Tag the College assets</li> <li>• Deliver the asset to the intended end user/requestor</li> <li>• Review the College Asset register as printed from the system to ensure that all assets are included</li> </ul> <p>Perform monthly asset verification and invoice Asset Clerk /intern for the update of the asset register in the system</p>	<p>Incumbent should have a relevant senior certificate /Grade 12 /</p> <ul style="list-style-type: none"> <li>• Appropriate 3-year National Diploma or 3-year degree.</li> <li>• Computer literate (word and excel of intermediate level)</li> <li>• Be flexible in working hours.</li> <li>• Sound knowledge of public sector financial regulations and prescripts would be an added advantage.</li> </ul>	<p><b>Financial Services (Supply Chain and Asset Management)</b></p>	<p>1</p>	<p>FIN/2021/06</p>
<p><b>Accounting Services</b></p> <ul style="list-style-type: none"> <li>• Receive and review documents for payment</li> <li>• Prepare reconciliation (creditors)</li> <li>• Record payments on the system cashbook</li> <li>• Process payment requisitions</li> <li>• Process cashbook journals</li> <li>• Process bank reconciliations</li> <li>• Prepare monthly financial reports</li> <li>• Receive, review and process staff S&amp;T claims</li> <li>• Review paysheets and delivery of payslips to correct paypoint</li> <li>• Prepare BAS vs PERSAL salaries reconciliation</li> <li>• Process salaries journals in the College accounting system</li> <li>• Process SARS PAYE recons and payments on a monthly basis</li> <li>• Prepare financial declaration/reporting to the DHET on a monthly basis</li> </ul>	<p>Incumbent should have a relevant senior certificate /Grade 12 /</p> <ul style="list-style-type: none"> <li>• Appropriate 3-year National Diploma or 3-year degree.</li> <li>• Computer literate (word and excel of intermediate level)</li> <li>• Be flexible in working hours.</li> <li>• Sound knowledge of public sector financial regulations and prescripts would be an added advantage.</li> </ul>	<p><b>Financial Services (Payments, Recording and Reporting)</b></p>	<p>3</p>	<p>FIN/2021/07</p>
<p><b>Summary of Duties:</b></p> <ul style="list-style-type: none"> <li>• Provide secretarial/receptionist support services to the Deputy Principal, including support in the planning and managing of day-to-day office activities. Schedule meetings and workshops;</li> <li>• Manage and administer the Deputy Principal's diary and itinerary; Prepare all necessary documentation for the Director.</li> </ul>	<p>Incumbent should have a relevant senior certificate /Grade 12 /</p> <ul style="list-style-type: none"> <li>• Appropriate 3-year National Diploma or 3-year degree.</li> <li>• Computer literate (word and excel of intermediate level)</li> </ul>	<p><b>Academic Services</b></p>	<p>1</p>	<p>AS/2021/08</p>



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<ul style="list-style-type: none"> <li>• Perform routine duties in the office of the Deputy Principal including telephone, travel arrangements, hotel bookings; and arranging appointments and meetings with stakeholders;</li> <li>• Render office management support services including keeping of records of all documents received and processed; obtain inputs, collates and compile reports, e.g. progress, monthly and management reports;</li> <li>• Scrutinise routine submissions/ reports and make notes and/or recommendations for the Deputy Principal;</li> <li>• Provide communication support services to the Deputy Principal, including handle all correspondence and queries requiring the attention of the Director.</li> <li>• Respond to enquiries received from internal and external stakeholders; and interface with internal and external clients; Handle the procurement of standard items like stationery, refreshments etc.</li> <li>• Provide document management support including record, safe keep and file all documentation and records in line with the relevant legislation and policies.</li> <li>• Provide personnel administrative support to the Deputy Principal or including leave, planning, reporting and scheduling of meetings.</li> <li>• Provide financial administration support to the Deputy Principal, including handle and manage budgets, cash flow and petty cash.</li> </ul>	<ul style="list-style-type: none"> <li>• Be flexible in working hours.</li> <li>• Sound knowledge of admission policies.</li> </ul>			
<p><b>Summary of Duties</b></p> <ul style="list-style-type: none"> <li>• Contributing in the implementation of marketing strategies</li> <li>• Supporting the marketing manager in overseeing the college's operations</li> <li>• Organizing and attending marketing activities or events to raise brand awareness of CLCs</li> <li>• Promoting our products and services during events</li> <li>• Coordinating the design of promotional material and distributing in online and offline ...</li> <li>• Advertising our college and products/services on various media</li> </ul>	<p>Incumbent should have a relevant senior certificate /Grade 12 /</p> <ul style="list-style-type: none"> <li>• Appropriate 3-year National Diploma or 3-year degree.</li> <li>• Computer literate (word and excel of intermediate level)</li> <li>• Be flexible in working hours.</li> <li>• Sound knowledge of admission policies.</li> </ul>	<p><b>Corporate Services: Marketing and Communication</b></p>	<p><b>1</b></p>	<p><b>CS/2021/09</b></p>